Division of Prevention and Behavioral Health Services
Department of Services for Children, Youth and Their Families
State of Delaware

NO. ADM 005	INFORMATION MANAGEMENT POLICY		
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PURPOSE

The Information Management Policy provides operational plans and procedures for acquisition, maintenance, facilitation of data reporting, and distribution of information. The Information Management unit in the DPBHS Administration Group is designated to develop and maintain DPBHS information management plans and processes for the management and use of core functions and external (Departmental, State and Federal) information requirements (DPBHS performance improvement) in the clinical, governance, management, fiscal including cost recovery and support processes.

SCOPE OF APPLICABILITY

This policy applies to all Division employees and its providers.

POLICY

Division of Prevention and Behavioral Health Services and provider agencies will

- Obtain, manage, and use information to improve the organization's performance in:
  1) client care,
  2) outreach and prevention,
  3) governance,
  4) management,
  5) support processes; and
- Provide effective, coordinated, and integrated care and other services relying on information about:
  1) the science of health care,
  2) individual clients,
  3) care provided,
  4) results of care,
  5) health-promotion and prevention services,
  6) overall organization performance.

To achieve these goals, the Information Management Unit will define and propose for Leadership approval, effective processes to:
- Identify, plan and design of information management systems to meet internal and external information needs;
- Maintain information privacy and confidentiality;
- Maintain information security, including data integrity and continuity;
- Manage information, including capturing, transforming, reporting, processing, storing, retrieving, dissemination, and displaying of member health information and nonclinical data and information
- Provide information for use in decision making;
- Provide knowledge-based information resources that are readily available, current, and authoritative;
- Require that a record of client health information be initiated, maintained, and accessible for every individual assessed or treated; and